

*COSMETOLOGY*  
CHAPTER 60

LICENSURE OF COSMETOLOGISTS, ELECTROLOGISTS, ESTHETICIANS,  
MANICURISTS, NAIL TECHNOLOGISTS, AND INSTRUCTORS  
OF COSMETOLOGY ARTS AND SCIENCES

[Prior to 7/29/87, Health Department[470] Ch 149]

**645—60.1(157) Definitions.** For purposes of 645—Chapters 60 to 65, the following definitions shall apply:

*“Approved program or activity”* means a continuing education program or activity meeting the standards set forth in these rules which has received advance approval by the board pursuant to these rules.

*“Board”* means the Iowa board of cosmetology arts and sciences examiners.

*“Core curriculum”* means the basic core life sciences curriculum that is required for completion of any course of study of the cosmetology arts and sciences.

EXCEPTION: The course of study for manicuring may not include the core life sciences.

*“Cosmetologist”* means a person licensed to practice cosmetology arts and sciences.

*“Cosmetology”* means practices performed with or without compensation by cosmetologists which include the practices listed in Iowa Code chapter 157.

*“Cosmetology arts and sciences”* means any or all of the following practices, performed with or without compensation by a licensee: cosmetology; electrology; esthetics; and nail technology.

*“Department”* means the Iowa department of public health.

*“Electrologist”* means a person licensed to practice electrology.

*“Electrology”* (Electrolysis) means removal of superfluous hair by electric needle or electronic process.

*“Esthetician”* means a person licensed to practice esthetics.

*“Esthetics”* means practices performed with or without compensation by estheticians which include the practices listed in Iowa Code chapter 157.

*“Instructor”* means a person licensed to instruct students in a school of cosmetology arts and sciences in any of the practices in this chapter.

*“Lapsed licensee”* means a licensee who has not renewed a license to practice the cosmetology arts and sciences within 30 days of the renewal date.

*“Licensee”* means any person or entity holding a license pursuant to Iowa Code chapter 157 and Iowa Administrative Code 645—Chapters 60 to 65.

*“Manicuring”* means the practice of cleansing, shaping, and polishing the fingernails and massaging the hands and lower arms of any person. It does not include the application of nail extensions, artificial nails or pedicuring.

*“Manicurist”* means a person licensed to practice manicuring in a licensed barber shop or licensed salon.

*“Mentor”* means a licensee providing guidance in a mentoring program.

*“Mentoring”* means a program allowing students to experience cosmetology arts and sciences in a licensed salon under the guidance of a mentor.

*“Nail technologist”* means a person licensed to practice nail technology.

“*Nail technology*” means practices performed with or without compensation by nail technologists which include the practices listed in Iowa Code chapter 157.

“*Salon*” means a fixed establishment or place, licensed by the department, where one or more persons engage in the practice of cosmetology arts and sciences, including, but not limited to, retail establishments where cosmetologists engage in the practice of cosmetology arts and sciences.

“*School of cosmetology arts and sciences*” means an establishment licensed for the purpose of teaching all of the cosmetology arts and sciences.

“*Trainee*” means any person who completes the requirements for licensure in the cosmetology arts and sciences listed in Iowa Code section 157.3, except for the examination, and who has a temporary permit.

**645—60.2(157) Requirements for licensure to practice cosmetology.**

**60.2(1)** All persons who practice cosmetology in the state of Iowa are required to be licensed as cosmetologists.

**60.2(2)** To be considered eligible for examination, an applicant shall:

a. Present to the department a diploma, or similar evidence, issued by a licensed school of cosmetology arts and sciences indicating that the applicant has completed the course of study prescribed by the board. For licensure of applicants licensed outside Iowa, see rule 645—60.3(157).

Cosmetology course of study. The course of study in an approved school of cosmetology arts and sciences shall be 2100 hours of training. Clock hours may be converted to credit hours using a standard, recognized method of conversion. No school of cosmetology arts and sciences will be approved by the board of cosmetology arts and sciences examiners unless it complies with the requirements of study as provided in the following curriculum:

**COSMETOLOGY CURRICULUM**

**THEORY, DEMONSTRATIONS AND LECTURES**

- Core life sciences curriculum (see 60.9(1))
- Cosmetology theory (all subject material, using a standard approved textbook; may be supplemented with other cosmetology-related texts)
- Business and management

**TOTAL THEORETICAL CURRICULUM** 765 hours

**SUPERVISED APPLIED PRACTICAL INSTRUCTION**

- 1. Student is under supervision at all times.
- 2. Course subjects shall include skills and business subjects related to the practice of cosmetology.
- 3. Mentoring option may not exceed 5 percent of the total course hours.

**TOTAL SUPERVISED APPLIED PRACTICAL INSTRUCTION** 1335 hours

**TOTAL COURSE OF STUDY** 2100 hours

b. Complete the application form prescribed by the board. Application must be filed with the board at least 45 days preceding the examination. Application forms may be obtained from the school of cosmetology arts and sciences at which the student is enrolled, or by contacting the Board of Cosmetology Arts and Sciences Examiners, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075.

c. Present to the department a high school diploma or its equivalent.

**60.2(3)** Students who complete their training prior to the date of examination may qualify by complying with the above requirements; however, the exact date of graduation shall be shown on the application.

**60.2(4)** The cosmetology board examination shall consist of a written theory and written Iowa law examination. A score of 75 percent or greater on each section of the above-listed examinations shall be a passing score.

**645—60.3(157) Licensure of applicants licensed in cosmetology arts and sciences in other states and countries.**

**60.3(1)** The board may enter into reciprocal agreements with other states pursuant to the provisions of Iowa Code sections 147.44 to 147.49.

*a.* Reciprocal agreements. The board may enter into a full reciprocal agreement with any state which, as determined by the examining board, has similar educational and examining standards and which shall reciprocate with this state. Each applicant shall show proof of licensure validity in the state with which this state has a full reciprocal agreement; upon acceptance of said proof and the successful completion of the Iowa law examination, the applicant shall be issued a license to practice in this state.

*b.* Conditional reciprocal agreements. The board may enter into conditional reciprocal agreements with another state which conducts examinations. Every person licensed in that state, when applying for a license to practice in this state, shall successfully complete the Iowa law examination and shall furnish satisfactory proof to the department that the applicant has been licensed and actively engaged in the practice of any of the professions under the jurisdiction of the board for the period 12 months just prior to application.

*c.* For applicants licensed in a state having reciprocity with Iowa, the application procedures shall be as follows:

(1) Applicant shall submit a completed application form prescribed by the board and accompanied by the fee specified in 645—subrule 62.1(2).

(2) Applicant shall submit with application a certification of licensure in another state with which Iowa has a reciprocal agreement.

**60.3(2)** For applicants licensed in states which do not have reciprocity with Iowa, the application procedure shall be as follows:

*a.* Applicant shall submit a completed application form prescribed by the board and accompanied by the fee as specified in 645—subrule 62.1(2).

*b.* Applicant shall submit a proof of licensure in another state for at least 12 months in the 24-month period preceding the application.

*c.* If the applicant completes the requirements of 60.3(2) “*a*” and “*b*,” the applicant shall be allowed to take the written theory and Iowa law examinations given by the board.

**60.3(3)** Any applicant licensed in another state or country who does not meet the requirements of subrule 60.3(1) or 60.3(2) shall present a completed application and notarized copy of the license from the other state or country. The application shall be reviewed to determine if additional hours of training are necessary or if the applicant qualifies to take the examination.

**60.3(4)** Upon request, persons who are licensed in other states and countries who are determined to be eligible to take the written theory and Iowa law examinations shall be issued a temporary permit as set forth in subrule 60.11(1).

**645—60.4(157) Cosmetology arts and sciences examination.**

**60.4(1)** Examinees taking state board examinations shall have at their disposal for the examination all necessary materials requested by the cosmetology board of arts and sciences examiners.

**60.4(2)** Before commencing the examinations, each applicant will be given a confidential number which shall be inscribed on the answer sheet.

**60.4(3)** Any applicant taking the state board examination who desires to practice prior to examination shall obtain a temporary permit issued by the department.

**60.4(4)** A certificate of licensure shall be issued by the department to an applicant who has passed the examination conducted by the board determining minimum competency in the practice. The examination shall be consistent with the prescribed curriculum for the schools of cosmetology arts and sciences of this state. The examination is to be conducted by the board or its designee.

*a.* An applicant who has failed one of the examinations, written theory or Iowa law, must be reexamined. The applicant receiving a failing grade in any one of these examinations shall be reexamined in the section of the examination where the failure occurred and obtain a passing grade of 75 percent or greater on each section of the examination. Applicants receiving a failing grade in any one of these examinations may be reexamined at a time and location determined by the board.

*b.* Failure to appear and take the examination shall result in forfeiture of the fee and temporary permit unless the failure to appear shall have been due to illness or similar cause in which written request setting forth reasons why forfeiture should not occur shall be made to the board of cosmetology arts and sciences examiners.

*c.* An applicant who fails one section and does not pass that section within two years must be reexamined in all sections.

**60.4(5)** The examination rooms will be closed to everyone except examinees, examiners, and administrative staff.

**645—60.5(157) Requirements for license to practice electrology.**

**60.5(1)** A person who practices electrology in the state of Iowa is required to be licensed as an electrologist.

**60.5(2)** A person applying for an electrology license shall:

*a.* Present to the board a diploma or similar evidence indicating successful completion of a course of at least 425 hours of training related to electrology, and taught by an electrology instructor who is licensed to teach the clinical and theoretical practice of electrology, in a licensed school of cosmetology arts and sciences in Iowa, or from any school in another state which is licensed or approved by the board and which teaches the practice of electrology. The board shall not require that a person be licensed as a cosmetologist in order to obtain a license to practice electrolysis; however, the board shall credit the holder of a current cosmetology license with 200 hours toward the electrology licensing course.

*b.* Attach to the application a photocopy of a high school diploma or equivalent.

**60.5(3)** The electrology course of study shall consist of not less than 425 hours of training. Clock hours may be converted to credit hours using a standard, recognized method of conversion.

#### ELECTROLOGY CURRICULUM

##### THEORY, DEMONSTRATION AND LECTURES

Core life sciences

Electrology theory (all subject material, using a standard text and related support texts)

TOTAL THEORETICAL CURRICULUM

200 hours

##### SUPERVISED APPLIED PRACTICAL INSTRUCTION

1. Student is under supervision at all times.

2. Course subjects shall include skills and business management related to the practice of electrology.

3. Mentoring option may not exceed 5 percent of the total course hours.

TOTAL SUPERVISED APPLIED PRACTICAL INSTRUCTION

225 hours

TOTAL COURSE OF STUDY

425 hours

**60.5(4)** A person applying for a license shall pass an examination prescribed by the board.

**60.5(5)** Successful completion and licensure as an electrologist allows for 200 hours of transfer credit into cosmetology, 150 hours of transfer credit into esthetics and nail technology. Partial transfer hours of credit may be earned prior to completion for relative hours earned.

**60.5(6)** The department may enter into a reciprocal agreement with any state with equal or similar requirements for licensure of electrologists with the exception that an applicant must successfully complete the Iowa law examination.

**60.5(7)** The department may receive by endorsement any applicant from another state, territory, District of Columbia, province or foreign country who submits proof of current licensure with a state, territory, District of Columbia, province or foreign country having equivalent licensure requirements and upon the successful completion of the Iowa law examination.

#### **645—60.6(157) Requirements for license to practice esthetics.**

**60.6(1)** All persons who practice esthetics in the state of Iowa are required to be licensed as estheticians with the exception of a licensed cosmetologist.

**60.6(2)** A person applying for an esthetics license shall:

*a.* Present to the board a diploma or similar evidence indicating successful completion of a course of at least 600 hours of training related to esthetics in a licensed school of cosmetology arts and sciences in Iowa, or from a school in another state which is licensed or approved by the board and which teaches esthetics.

*b.* Attach to the application a copy of a high school diploma or equivalent.

**60.6(3)** The esthetics course of study shall consist of not less than 600 hours of training. Clock hours may be converted to credit hours using a standard, recognized method of conversion.

#### ESTHETICS CURRICULUM

##### THEORY, DEMONSTRATIONS AND LECTURES

Core life science

Esthetics theory (all subject materials, using a standard approved textbook; may be supplemented by using other esthetics-related texts)

TOTAL THEORETICAL CURRICULUM

265 hours

SUPERVISED APPLIED PRACTICAL INSTRUCTION

- 1. Student is under supervision at all times.
- 2. Course subjects shall include skills and business management related to the practice of esthetics.
- 3. Mentoring option may not exceed 5 percent of the total course hours.

TOTAL SUPERVISED APPLIED PRACTICAL INSTRUCTION 335 hours

TOTAL COURSE OF STUDY 600 hours

**60.6(4)** A person applying for a license shall pass an examination prescribed by the board.

**60.6(5)** Rescinded IAB 11/22/95, effective 12/27/95.

**60.6(6)** Successful completion and licensure as an esthetician allows for 150 hours of transfer credit into electrology and nail technology, and 250 transfer hours of credit into cosmetology; partial transfer hours of credit may be earned prior to completion for relative hours earned.

**60.6(7)** The department may enter into a reciprocal agreement with any state with equal or similar requirements for licensure of esthetics and the successful completion of the Iowa law examination.

**60.6(8)** The department may receive by endorsement any applicant from another state, territory, District of Columbia, province or foreign country who submits proof of current licensure with a state, territory, District of Columbia, province or foreign country having equivalent licensure requirements and upon the successful completion of the Iowa law examination.

**645—60.7(157) Requirements for license to practice manicuring.**

**60.7(1)** Licensure requirements. All persons who practice manicuring in the state of Iowa are required to be licensed as manicurists with the following exceptions:

- a. A licensed cosmetologist.
- b. A licensed nail technologist.
- c. An unlicensed person who was employed by a licensed barbershop to manicure fingernails prior to July 1, 1989, may continue such employment without meeting licensing requirements under Iowa Code chapter 157.

**60.7(2)** A person applying for a manicurist license to practice shall:

- a. Submit proof of successfully completing a course of at least 40 hours of training relating to manicuring in a licensed school of cosmetology arts and sciences or licensed barber school.

MANICURIST COURSE OF STUDY

THEORY, DEMONSTRATION AND LECTURES

All subject material, using a standard text (introduction to manicuring-nail disorders-sterilization-bacteriology)

TOTAL THEORETICAL CURRICULUM 26 hours

SUPERVISED APPLIED PRACTICAL INSTRUCTION

- 1. Student is under supervision at all times.
- 2. Course subjects shall include all skills related to the practice of manicurist.
- 3. Students must complete 25 manicures.
- 4. Mentoring option not to exceed 5 percent of the total course hours.

TOTAL SUPERVISED APPLIED PRACTICAL INSTRUCTION 14 hours

TOTAL COURSE OF STUDY 40 hours

- b. Attach to the application a photocopy of a high school diploma or equivalent.

- c. Pass the Iowa Law Examination.

**645—60.8(157) Requirements for license to practice nail technology.**

**60.8(1)** All persons who practice nail technology in the state of Iowa are required to be licensed as nail technologists with the exception of a licensed cosmetologist.

**60.8(2)** A person applying for a nail technologist license shall present to the board a diploma or similar evidence indicating successful completion of a course of at least 325 hours of training related to nail technology in a licensed school of cosmetology arts and sciences in Iowa, or from a licensed or approved school in another state which is recognized by the board and which teaches nail technology.

**60.8(3)** Nail technology course of study. The nail technology course of study shall consist of not less than 325 hours of training. Clock hours may be converted to credit hours using a standard, recognized method of conversion.

**NAIL TECHNOLOGY CURRICULUM**

**THEORY, DEMONSTRATIONS AND LECTURES**

Core life sciences

Nail Technology Theory (all subject materials, using a standard approved textbook; may be supplemented with other nail-related texts)

**TOTAL THEORETICAL CURRICULUM** 200 hours

**SUPERVISED APPLIED PRACTICAL INSTRUCTION**

- 1. Student is under supervision at all times.
- 2. Course subjects shall include skills and business management related to the practice of nail technology.
- 3. Mentoring option not to exceed 5 percent of the total course hours.

**TOTAL SUPERVISED APPLIED PRACTICAL INSTRUCTION** 125 hours

**TOTAL COURSE OF STUDY** 325 hours

**60.8(4)** A person applying for a license shall pass an examination prescribed by the board.

**60.8(5)** Rescinded IAB 11/22/95, effective 12/27/95.

**60.8(6)** Successful completion and licensure as a nail technologist allows for 150 hours of transfer credit into esthetics and electrology, and 200 hours of transfer credit into cosmetology; partial transfer hours of credit may be earned prior to completion for relative hours earned.

**60.8(7)** The department may enter into a reciprocal agreement with any state with equal or similar requirements for licensure of nail technology and upon the successful completion of the Iowa law examination.

**60.8(8)** The department may receive by endorsement any applicant from another state, territory, District of Columbia, province or foreign country who submits proof of current licensure with a state, territory, District of Columbia, province or foreign country having equivalent licensure requirements and upon the successful completion of the Iowa law examination.

**645—60.9(157) Core life sciences curriculum.** All cosmetology arts and sciences course curricula shall include the core life sciences curriculum outlined in this section. This core life sciences curriculum shall be transferable in its entirety from one practice to another. The core life sciences curriculum shall be 150 hours.

**EXCEPTION:** The manicuring course of study shall not be required to contain the core life sciences curriculum. A school of cosmetology arts and sciences may allow students to participate in a mentoring program. The program may be 5 percent of the total course hours. The student shall not begin the mentoring program until completing a minimum of 50 percent of the total course hours and other requirements of the mentoring program established by the school.

**60.9(1)** The core life sciences curriculum shall contain the following instruction:

**CORE LIFE SCIENCES CURRICULUM**

Human anatomy and physiology

Cells, metabolism and body systems

Human anatomy

Bacteriology

Infection control practices

Universal precautions

Sanitation

Sterilization

Disinfection

Basic chemistry

Matter

Elements

Compounds and mixtures

Basic electricity

Electrical measurements

Reproduction of light rays

Infrared rays

Ultraviolet rays

Visible rays/spectrum

Safety

Hygiene and grooming

Personal and professional health

Professional ethics

Public relations

Law

Iowa law: Iowa Code chapters 157, 147 and 272C

Regulatory rules: Iowa Administrative Code 645—Chapters 60 to 65

Federal laws and standards

**TOTAL CORE CURRICULUM HOURS**

150 hours

**60.9(2)** Reserved.

**645—60.10(157) Requirements for instructor's license.**

**60.10(1)** An instructor in a licensed school of cosmetology arts and sciences shall:

*a.* Be a graduate of an accredited high school or the equivalent thereof.

*b.* Be licensed in the state of Iowa as a cosmetologist.

*c.* Have 1000 hours of instructor's training with curriculum contents to be determined by the board or two years' active practice in the field of cosmetology within six years prior to application proven by documentation.



d. Submit application and fees; certification of completion of instructor's training from school of cosmetology arts and sciences or proof of two years' active practice in the field of cosmetology arts and sciences; and proof of attendance at an advanced instructor's institute prescribed by the board, prior to the starting date of employment as an instructor by a school of cosmetology arts and sciences.

e. The department shall issue to the applicant a notice of registration which shall be displayed for public view. Such notice shall be valid for 12 months.

f. Pass an instructor's and Iowa law examination within the first 12 months of employment to receive the original instructor's license.

g. Notwithstanding paragraph "b," an instructor teaching courses in electrology, esthetics and nail technology shall hold a current license in the practice and possess an instructor license to teach that practice or be a licensed cosmetology instructor who possesses the skill and knowledge required to instruct in that practice.

h. An instructor teaching courses in electrology shall have 60 hours of practical application experience, excluding school hours, in the area of electrolysis prior to application. The 60 hours must be documented by the employer.

**60.10(2)** Reserved.

#### **645—60.11(157) Temporary permits.**

**60.11(1)** *Trainee permit.* A person who completes the requirements for licensure listed in Iowa Code section 157.3, except for the examination, shall be known as a trainee and, upon request, the department shall issue a temporary permit which allows the applicant to practice in the cosmetology arts and sciences, under the supervision of a licensee of cosmetology arts and sciences, barber, or person holding the same license in cosmetology arts and sciences, from the date of application until passage of the examination subject to that practice. An applicant shall take the first available examination administered by the board and may retain the temporary permit if the applicant does not pass the first examination. An applicant who does not pass the first examination shall take the next available examination administered by the board. The temporary permit of an applicant who does not pass the second examination shall be revoked.

**60.11(2)** *Demonstrator's permit.* The department may issue a demonstrator's permit for the purpose of demonstrating cosmetology arts and sciences to the consuming public upon recommendation of the board. The board shall determine and state its recommendations and the length of time the temporary permit is valid.

a. A demonstrator permit shall be valid for a salon, or person. The location, purpose and duration shall be stated on the permit.

b. A demonstrator permit shall be applied for at least 30 days in advance of dates of intended use.

c. A demonstrator permit shall be issued for from one to ten days.

d. The application shall be accompanied by the fee as set forth in 645—subrule 62.1(15).

e. No more than four permits shall be issued to any applicant during a calendar year.

**645—60.12(157) Reinstatement of inactive (exempt) practitioners of cosmetology arts and sciences.** Inactive practitioners who have requested and been granted a waiver of compliance with the renewal requirements as outlined in 645—64.5(272C) or Iowa Code chapter 157 or 272C and who have obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the following requirements for reinstatement:

**60.12(1)** Submit written application for reinstatement to the board upon forms provided by the boards; and

**60.12(2)** Furnish in the application evidence of one of the following:

*a.* Verification of current active licensure in another state of the United States or the District of Columbia and a notarized statement of active practice of 12 months during the 24 months preceding application for reinstatement of Iowa license. If exempt four years or more, the person shall pass the Iowa Law Examination; or

*b.* Completion of a total number of hours of approved continuing education computed by multiplying four hours by the number of years, to a maximum of four years, or completion of a refresher course through a licensed Iowa school of cosmetology. If exempt four years or more, the person shall pass the Iowa Law Examination (see 645—subrule 64.7(1)); or

*c.* Successful completion of the Iowa state license examination conducted within one year immediately prior to the submission of such application for reinstatement.

**60.12(3)** Submit reinstatement fee equivalent to two renewal periods.

**645—60.13(272C) Reinstatement of lapsed license.**

**60.13(1)** Those persons who have failed to renew a license to practice issued by the department pursuant to Iowa Code chapter 157 and who have not previously received a certificate of exemption shall:

*a.* For a lapsed cosmetology arts and sciences license, pay past due renewal and penalty fees in addition to completion of all past due continuing education to a maximum of four years. If lapsed four years or more, the person shall complete a refresher course approved by the board and retake the written theory and Iowa law portions of the state board examination.

EXCEPTION: A person applying for reinstatement of a license which has lapsed for four years or more who can show proof of current licensure in another state and active practice for 12 out of 24 months preceding submission of the application for reinstatement will not be required to take the brush-up course or continuing education hours; however, the person will be required to successfully complete the Iowa law examination. Proof of current licensure would be shown by a certification of licensure with a raised state seal from the state in which the applicant is licensed. Proof of active practice would be shown by notarized statements from previous employers.

*b.* For a lapsed manicuring license, pay past renewal and penalty fees in addition to completion of all past due continuing education to a maximum of four years and pass the Iowa law examination.

*c.* For a lapsed instructor license, pay past renewal and penalty fees to a maximum of four years, take a Micro Teaching Technical Skills Institute course, and pass the instructor and Iowa law examinations within six months of date of reinstatement.

**60.13(2)** Rescinded IAB 12/4/96, effective 1/8/97.

**645—60.14(157) Display of license.** The original practitioner's license and renewal or trainee permit shall be displayed in the licensee's primary place of practice. Following the first renewal, a wallet-sized duplicate license, obtained from the department, shall be available at all satellite places of practice upon request by a client or inspector.

**645—60.15(157) Notification of change of name or mailing address.**

**60.15(1)** Each licensee or trainee shall notify the department of a change of the licensee's mailing address within 30 days after change.

**60.15(2)** Each licensee or trainee shall notify the department of a change of the licensee's name within 30 days after change.

These rules are intended to implement Iowa Code sections 147.29, 147.36, 147.44 to 147.49, 157.3, 157.4, 157.5, and Iowa Code chapter 272C.

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